

THE UNIVERSITY OF ARIZONA[®]

Arizona Public Records



**Paul G.
Allvin**

**Interim Vice President
for External Relations**

The University of Arizona

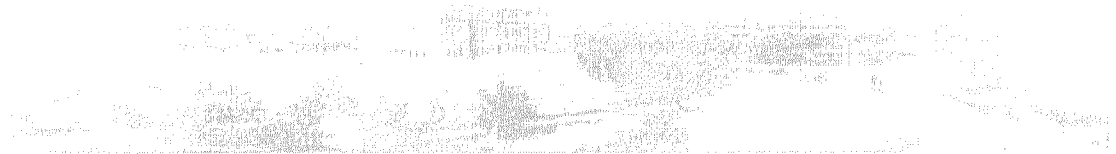
**Douglas
Metcalf**

**Partner,
Tucson Office**

Lewis and Roca, LLP

Agenda

- Introductions, and appointment of table captains
- Problems most common to filling requests
- Overview of Arizona Public Records Law (Metcalf)
- Techniques for managing records requests (Allvin)
- Break
- Q&A with Allvin and Metcalf on specific issues
- Solutions to problems identified at the beginning
- Wrap-up



Appointment of Table Captains

- At each table, who traveled the greatest distance to get here?



Most Common Challenges (1)

Most Common Challenges (2)

Most Common Challenges (3)

Most Common Challenges (4)

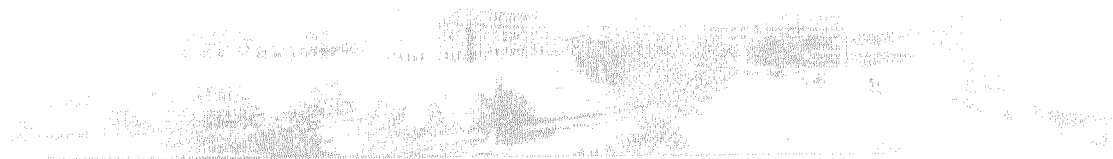
Most Common Challenges (5)

Arizona Public Records Law

Arizona Public Records Law

Arizona Public Records Law

Arizona Public Records Law



Arizona Public Records Law

Arizona Public Records Law

Managing Records Requests

Don't leave roof repairs for a rainy day!

Before the request comes in:

- Have a system
- Know what's public and what's not
- Get to know the reporter and/or reporter's editor

Have a system

- Designate a point-person
- Have an internal system to gather records
- Alert counsel when you get the request
- If you charge for copies, be reasonable and be consistent
- Make every effort to be prompt (it's the law!)
- Communicate, communicate, communicate with individual(s) making the request!

Know what's a public record

- Arizona Agency Handbook (Arizona Attorney General)
- Work with counsel



Know your reporters

- Reach out to beat reporters
- Offer a tour of your office; let them see you work
- Have a baseline conversation with media managers
- When fulfilling a request, stay in close contact with reporters, even if you have no new developments

It's all about

RELATIONSHIP MANAGEMENT

